

13 December 1983

## MEMORANDUM FOR THE RECORD

SUBJECT: Office of Information Services' Fourth Quarterly Review

1. The Office of Information Services' final quarterly review for FY 1983 was held on 3 November 1983. The session was opened by the office director who remarked on how busy 1983 had been. [redacted] mentioned the office's new management, subtle changes in office communications, new resources for the Records Information System (TRIS), and the anticipation of additional personnel for OIS.

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2. [redacted] presented members of the office who discussed accomplishments. [redacted] began with a review of the activities of the Regulations Control Division. [redacted] said his division handles a large mailflow with about 2,400 documents coming into the division and 10,000 going out. He said 125 regulations have been issued and the office had received 600 requests for previously published issuances.

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3. [redacted] introduced [redacted] who described her responsibilities as a researcher in Regulations Control Division. Ms. [redacted] said the office receives about 100 requests annually. She discussed the tools she uses and said she has a cross-reference index of bulletins which she plans to put on the Wang word processor system.

4. The next presentation was given by [redacted]. He discussed the role of the Classification Review Division (CRD). He said that while CRD has only eight people, it still represents an inhouse bank of expertise for Agency-wide classification review. [redacted] reviewed the number of documents CRD reviewed in 1983, and he introduced [redacted]

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5. [redacted] reported on his full-time work reviewing documents for the CBS-Westmoreland case. He has completed 875 documents (10,000 pages) and sees no end to the case. He said publicity associated with the case has generated additional requests for documents. He said that CRD is providing a computer-generated listing of the documents reviewed and released in this case.

6. [redacted] gave the next presentation on activities of the Information and Privacy Division (IPD). He said 1983 had been a transition year with new people who have maintained a good pace and good quality. He said IPD has increased its contact with other agencies and has maintained close contact with Agency components. Mr. [redacted] said the division has four Wang word processors for handling correspondence and has expanded the DECAL data base.

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

C-O-N-F-I-D-E-N-T-I-A-L

25X1

C-O-N-F-I-D-E-N-T-I-A-L

25X1 7. [ ] introduced [ ] who discussed the  
 25X1 appeals process. [ ] reviewed the backlog and said there are 115  
 cases. She said they strive for a comprehensive review to assure that  
 all searches are correct.

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25X1 8. The activities of the Records Management Division were  
 presented by [ ]. He reviewed the services of the records  
 center, publication of the file management handbook, and component  
 25X1 surveys. [ ] presented [ ] who reported on TRIS. He  
 said they have a cleared contractor who is ready to begin work. They  
 expect to acquire two programmers and a data base administrator. Mr.  
 25X1 [ ] said they have completed a system development plan and are  
 working on a system requirements document.

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25X1 9. He was followed by [ ] who briefly described  
 activities associated with scheduling electronic records. [ ]  
 said they are working on coordination between the ADP control officers  
 and records control officers. He would like for all ADP projects to  
 include a data management annex which determines the disposition of  
 electronic records.

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25X1 10. [ ] gave the final remarks. [ ] a member  
 of the Office of General Counsel, said that he has joined OIS as an  
 experiment in "preventative medicine." He said he hopes his  
 participation in OIS will reduce the chances of legal conflict in court.

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25X1 11. [ ] closed the meeting by suggesting that the record  
 show that he refrained from smoking for one hour and thirty-five  
 minutes! A copy of the MBO milestone charts is attached.

25X1

Attachment

DDA/MS [ ] (9Dec83)

Orig - File (w/att)

1 - DDA Chrono (w/o att)

1 - DDA/MS Chrono (w/o att)

1 - D/OIS, 1206 Ames (w/o att)

C-O-N-F-I-D-E-N-T-I-A-L